

# LOGISTICS INVENTORY MONITORING SYSTEM (IMS) DEVELOPERS DOCUMENTATION

# **Table of contents**

LOGISTICS IMS	4
1. Log in	
QUICK REPORT	5
<ol> <li>Generate Quick Report</li> <li>Forecast of Running Low and Out of Stocks Items</li> </ol>	
DIRECT RECEIVES	6
<ul><li>4. Manage direct receives table</li><li>5. Populating receipt for received items</li><li>6. Sample generated receiving report</li></ul>	
MATERIAL REQUEST	8
<ul><li>7. Manage material request table</li><li>8. Material Request Form</li><li>9. Sample material request with For Approval status</li><li>10. Sample delivery receipt form</li></ul>	
DELIVERY RECEIPTS	12
<ul><li>11. Manage delivery receipt table</li><li>12. Sample Delivery Receipt</li></ul>	
TRANSMITTAL RECEIPTS	13
13. Manage Sales Returns Table 14. Populating sales return receipt form 15. Sample sales return receipt 16. Manage Items Table 17. Sample of populating product info 18. Product Details 19. Inventory Item Quick Report 20. Product Group 21. Sample of populating product group info	

COMPONENTS	19
<ul> <li>22. Warehouse Management</li> <li>23. Sample of populating new warehouse info</li> <li>24. Category Management</li> <li>25. Asset Type Management</li> <li>26. Company Assets Management</li> <li>27. Sample form of Accountability/ Company Asset</li> </ul>	
ACCOUNTS	24
28. Clients List 29. Suppliers List 30. Sample supplier form	
SYSTEM FLOW CHART	26

**LOGISTICS IMS** is a web-based application designed and developed for DCTECH Microservices Inc. logistics operations. This system is used for tracking inventory levels, material requests, and fulfillment both to and from customers as well as with suppliers.

Log on to: <a href="http://ims.dctechmicro.com">http://ims.dctechmicro.com</a>



Fig. 1 Login

#### **MODULES**

## **Quick Report**

This system has a forecasting feature where the system warns the user of the items that are already running low & out of stocks. The Quick Report module is where the user can generate daily to annual reports of delivery receipts, sales returns, physical inventory worksheet, and all items that have been delivered to a specific client.

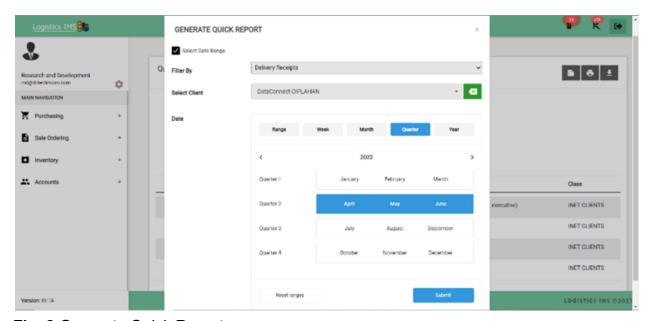


Fig. 2 Generate Quick Report

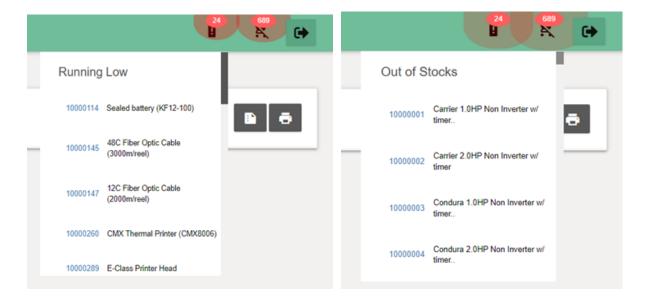


Fig. 3 Forecast of Running Low and Out of Stocks Items

#### **Direct Receives**

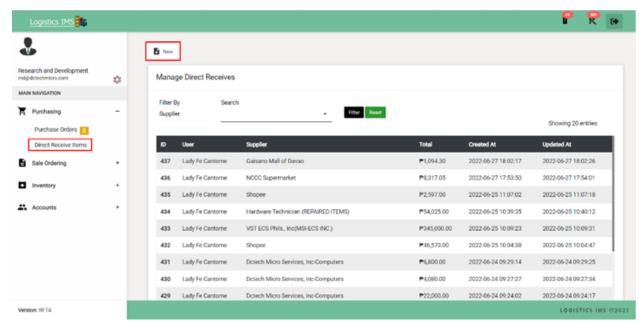


Fig. 4 Manage direct receives table

The "Direct receive items" module is the entry point of the stocks or where replenishment takes place. The user's input is the new stocks they have received from the suppliers. After saving the receipt, the stocks will be added and a receiving report will be generated which will be submitted to the finance department for account payables documentation. The logistics head user only can input the received stocks into the "Direct receive Items"

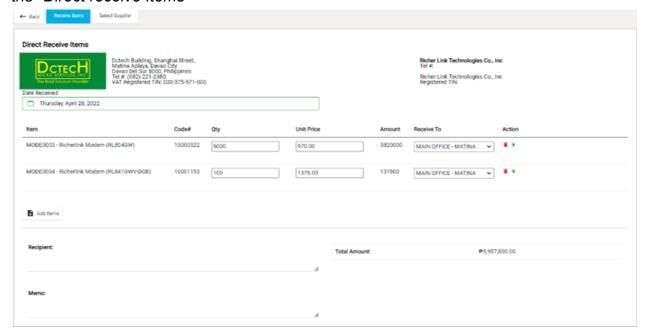


Fig. 5 Populating receipt for received items

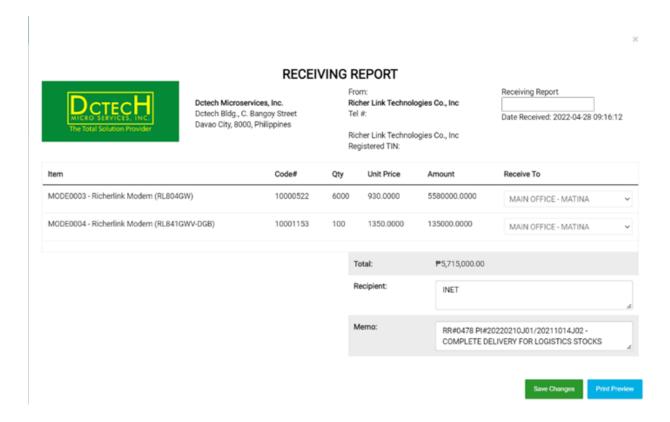


Fig. 6 Sample generated receiving report

## **Material Request**

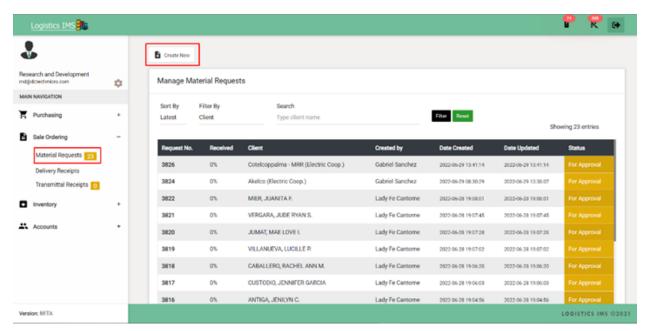


Fig. 7 Manage material request table

Material request module is where the user fills out a requisition form which specifies the items, quantity of each requested item, remarks/purpose of requisition (i.e., For Installation, For replacement) and requestor.

The user can request material by clicking the "Create New" button, users also can update and duplicate requests. Only the logistic head user can accept or decline the requested material. Once the material request is approved by the head user it will generate the delivery receipt and populate the form listing the client, items, note, and requester's name.

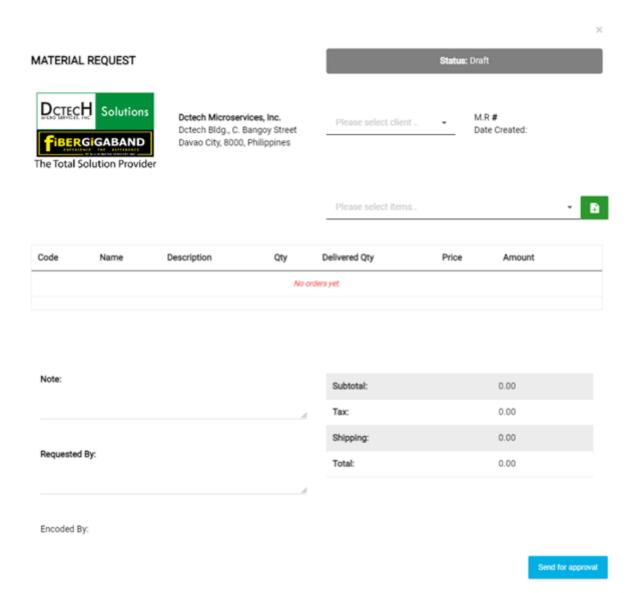


Fig. 8 Material Request Form

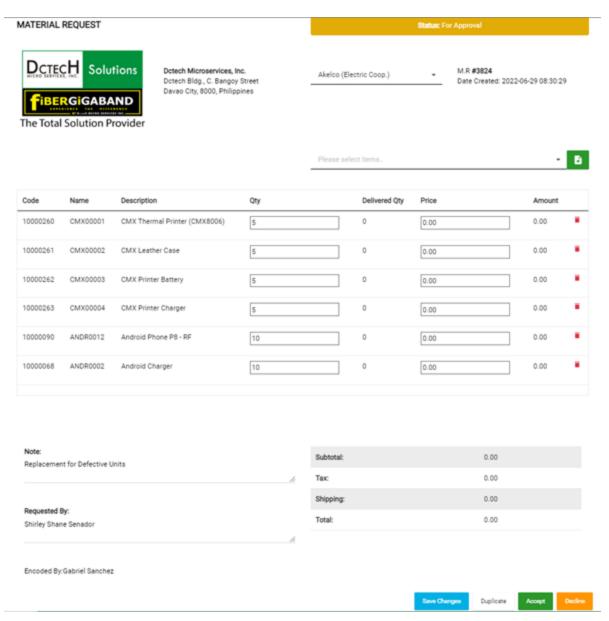


Fig.9 Sample material request with For Approval status

Users can still update the material request as long as the request form is not yet approved by the head user.

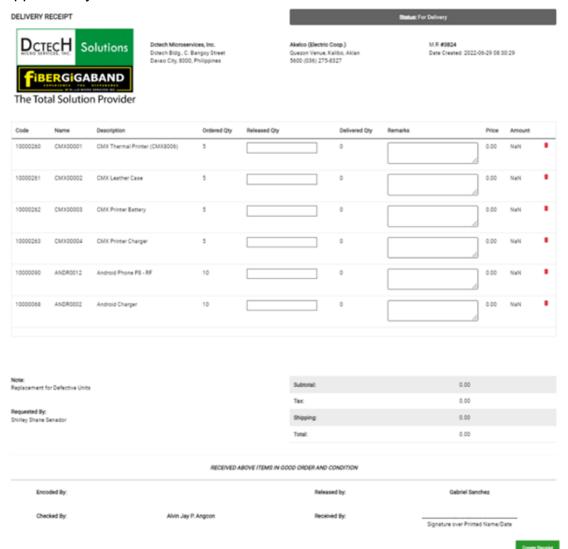


Fig.10 Sample delivery receipt form

After the requested material is accepted, the logistic user can generate a delivery receipt by clicking the "Create Receipt" button.

## **Delivery Receipts**

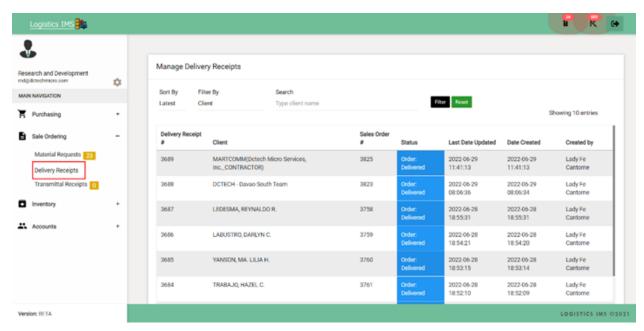


Fig. 11 Manage delivery receipt table

The "Delivery Receipts" module contains lists of approved and successful delivery. You can also filter the transaction using a delivery receipt, sales order, client, date created, status, note/serial, or memo.

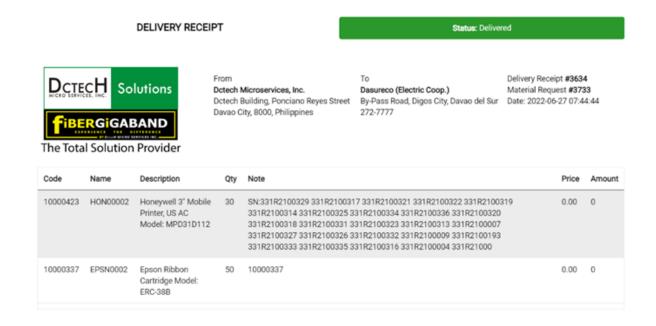


Fig. 12 Sample Delivery Receipt

# **Transmittal Receipts**

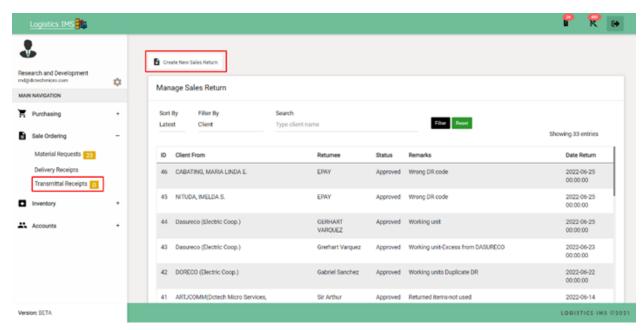


Fig. 13 Manage Sales Returns Table

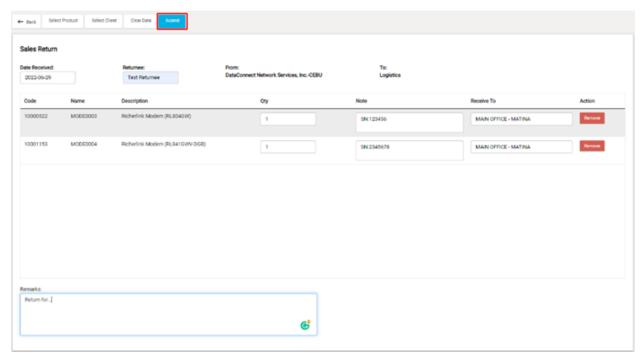


Fig. 14 Populating sales return receipt form

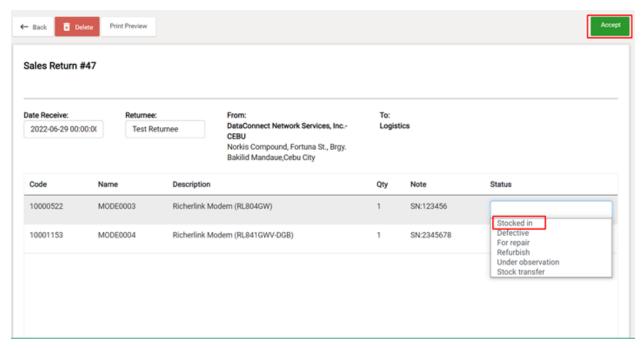


Fig. 15 Sample sales return receipt

Before clicking the "Accept" button on the sales return, the user must set the status of the sales return by clicking the drop-down menu "Status". The "Stocked in" status means returning the item/s into stocks, while defective, for repair, refurbish, under observation, and stock transfer only records the sales return.

#### **Products**

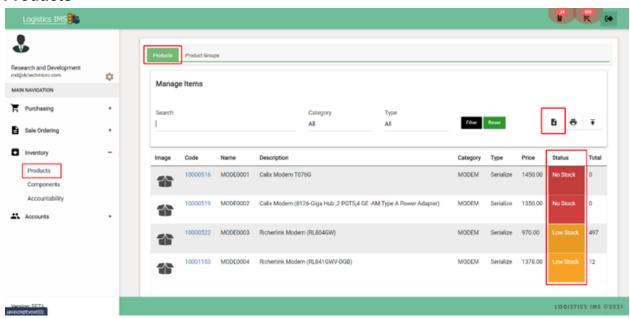


Fig. 16 Manage Items Table

The "*Product*" inventory module shows the lists of items with status, per category, price, total quantity left, and the status whether it is high in-stock, low in-stock, or no stock. To display the product details, just click the item code.

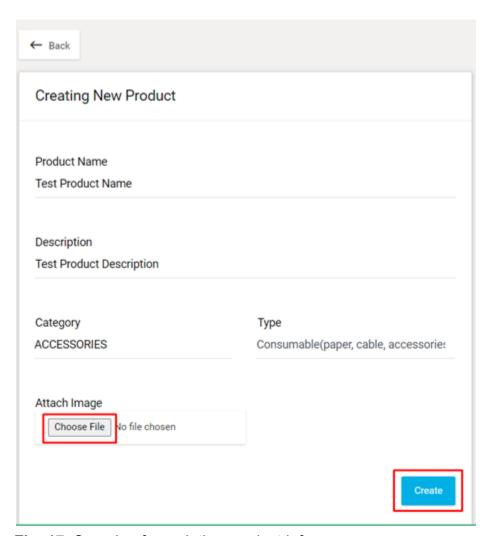


Fig. 17 Sample of populating product info

When receiving new stocks, the user must check if the item already exists in inventory and if not, users must create a new product to add to the product list. Users also can add/attach an image for presentation purposes.

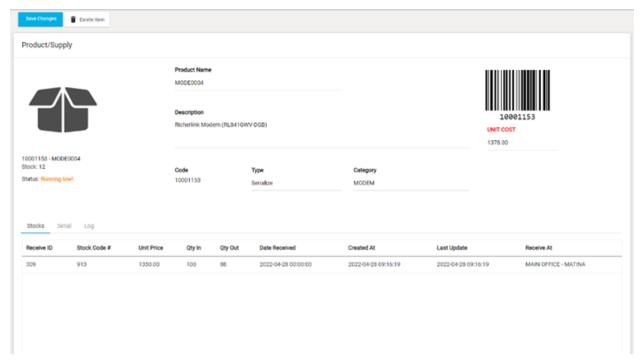


Fig. 18 Product Details Sample

Product details contain product name, status, description, type (serialize, consumable), category, unit cost, stock history, and inventory item quick report.

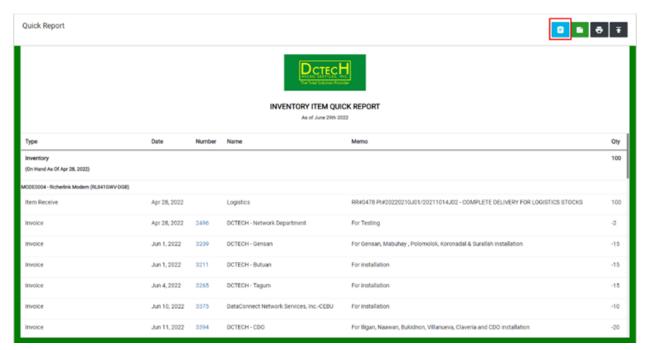


Fig. 19 Inventory Item Quick Report

To generate a report of all transactions with the item, click first the button located in the upper right corner. Inventory Item Quick Report includes item received, invoice (DR), sales order, and sales return.

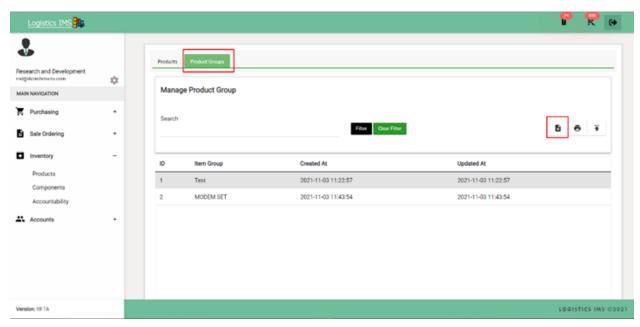


Fig. 20 Product Group

The purpose of a product group is to save a set of items to make it easier to add them to material requests. Product group items are usually added in a single request.

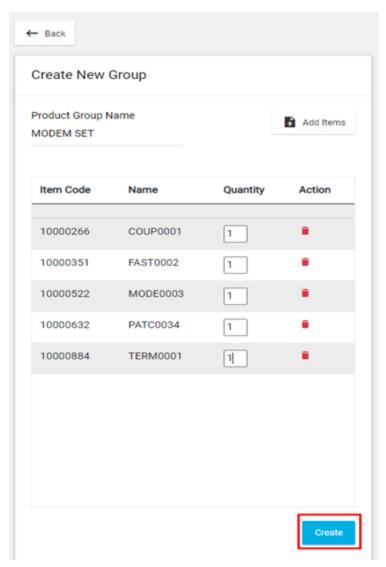


Fig. 21 Sample of populating product group info

# Components

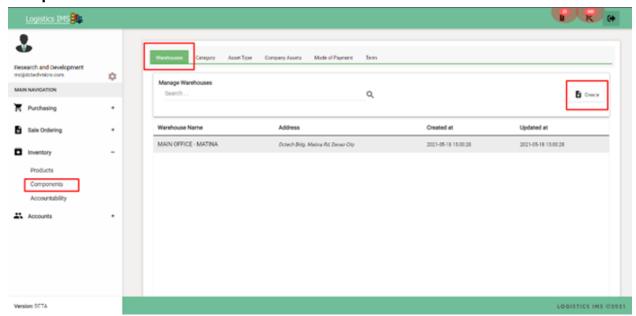


Fig. 22 Warehouse Management

Warehouse management lets you add, edit and delete warehouse info. This component is essential in direct receiving of items and transmittal of items.

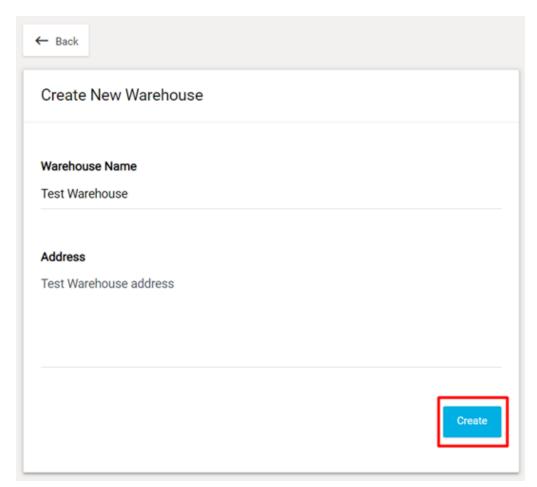


Fig. 23 Sample of populating new warehouse info

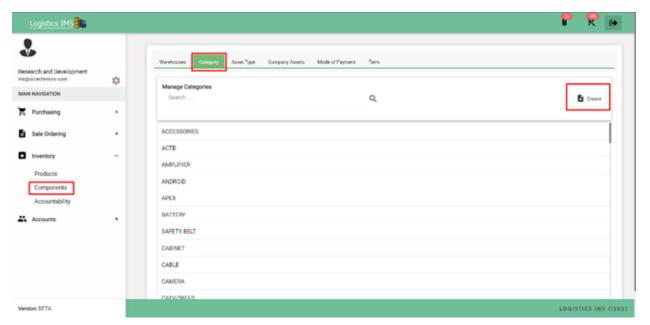


Fig. 24 Category Management

Category management lets you add, edit and delete a category info. This component is essential in specification of items.

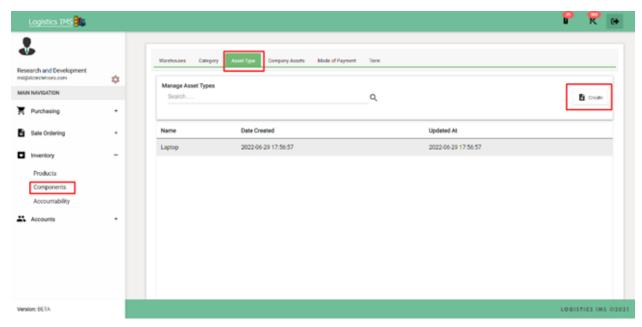


Fig. 25 Asset Type Management

Asset type management lets you add, edit and delete asset type info. This component is essential in specification of company assets.

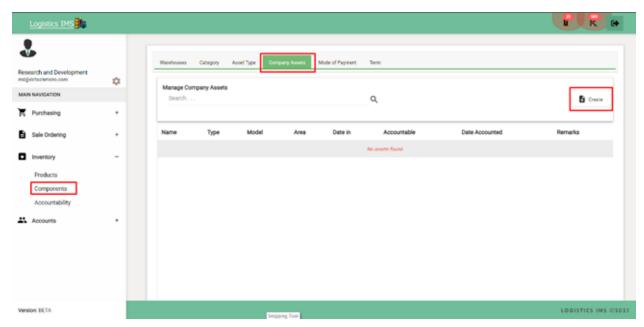


Fig. 26 Company Assets Management

IMS also aims to help the organization to keep track of the assets. Company assets management lets you record accountabilities by adding company asset info. In adding company assets, users need to input the name of the asset, model, designation area of the accountable person, asset type, date accounted and name of the accountable person.

Accountability	
Asset Name  Type to search	Model
Area	Туре
Note/Remarks	
Accountable	
Accountable name	Date Accounted  Create

Fig. 27 Sample form of Accountability/ Company Asset

#### **Accounts**

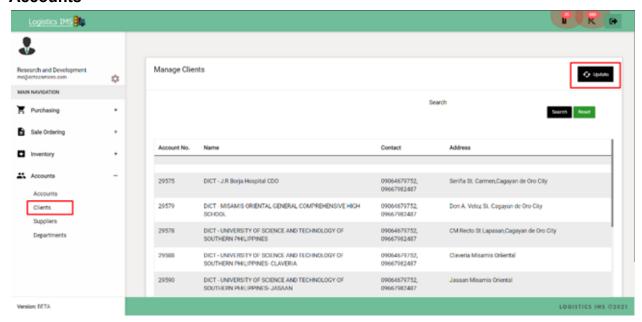


Fig. 28 Clients List

IMS fetches INET client accounts from INET Infosystem. Dctech Nodes and Solution clients are added manually.

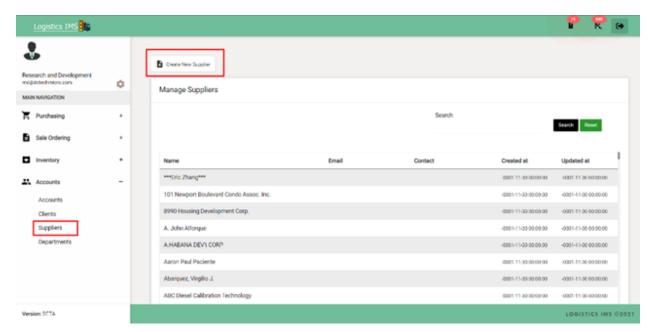


Fig. 29 Suppliers List

Supplier management lets you add, edit, and delete supplier info. This component is essential in receiving items.

Create New Supplier	
Name	
Registered TIN	
Email	
Contact	
Address	
Locale Local	
Create	

Fig. 30 Sample supplier form

## SYSTEM FLOW CHART

